



THE TRANSFORMER

NASA Dryden's IFMP Newsletter

December 2003

"Change is inspiring because the challenge exists to make thing better." – King Whitney, Jr.

Highlights

Core Financial – With the holiday season approaching, many people will be taking additional time off. To ensure documents (e.g. Travel Orders, Purchase Requisitions, Goods Receipts, etc.) can be processed and approved during the holiday season, please coordinate with your backup(s). If you approve documents in Travel Manager, Core Financial, and Bankcard, you will need to delegate authority to additional approvers so they can approve documents on your behalf. It is critical that you select someone that has the same authority level or higher than you do. The primary approver will still receive an email even after delegating authority. Acceptors will need to coordinate goods acceptance with their backups.

WebTADS - Thanks to Dryden for your enthusiastic support of WebTADS. The next few months you can expect some enhancements to the system to make it even better - including additional leave info and planning tools, overtime request notification enhancements, and the ability to input your time a pay period in advance. We will keep you posted.

Please remember to input your time into WebTADS in time to meet your organizational deadlines. The official holidays, including the newly added December 26, 2003, will be pre-populated on your timesheets to make it easier. Also, please remember to call our BISS Help Desk at x2477 if you have WebTADS questions. The team is doing a great job resolving questions and issues. Kudos to them for all the great support!

Budget Formulation and Full Cost - Budget Formulation (BF) and Full Cost (FC) are here! Full Cost is the information (method of capturing costs) that is input to the Budget Formulation tool; one supports the other and, as a result, communications and training are integrated.

Budget Formulation Release Schedule Update

Release 0.5B (Center functionality) will make available additional functionality to the Center February 2004 and will be used to perform Plan versus Actual, Institutional Construction of Facilities (C of F), and Global Recompute.

Release 1.0 (Agency functionality) will be available in May 2004.

Business Warehouse - The first official Business Warehouse (BW) User Group Kickoff meeting was held this month. The purpose of the kickoff meeting was to lay the initial groundwork for BW report requirements gathering. With the Go-Live of Core Financial (CF) in June and Budget Formulation Release 0.5A in October, it is important that those Organizations across the Center affected by CF and/or BF see their financial data represented in the most relevant report format possible. User Group members will be submitting the report requirements for their respective organizations to the BW Project Leads.

BISS Bits

The BISS Help Desk has been busy supporting IFM end-users with Travel Manager, Core Financial, WebTADS and Budget Formulation. As always- the BISS Help Desk support staff is ready and willing to assist with and coordinate resolution of calls. **For assistance, please call X2477.**

Training Opportunities

Center-wide Full Cost Training - Although Budget Formulation and more detailed Full Cost training is required by just a small, targeted group, it is important that everyone at the Center be aware of what Full Cost budgeting means. Please enter the link below in your web browser. This will take you to the Agency Full Cost website. Click on the "Training" section at the top of the page. Click on "Download Center training documents". Double click on the FC101 zip file and download the presentation to your desktop. Then open the file and take a few minutes to read through the presentation on Full Cost. The presentation will take ~30 minutes and it will help you to understand what Full Cost means to you and to the Center.

<https://fullcost.hq.nasa.gov/>

Targeted, End-User Budget Formulation / Full Cost

Training - Budget Formulation (BF) / Full Cost (FC) training is going strong! Thank you to everyone who has participated in targeted training! We appreciate your participation! Training for Release 0.5B functionality will begin late January. Center Report Viewer training is on target for Spring 2004. More details will follow.

To view the training that you are required to attend, please enter the link below in your web browser and save the website as a "favorite" with the title Budget Formulation Training.

<http://budgetformulation.gsfc.nasa.gov/registration/index.cfm>.

Business Warehouse Training – Business Warehouse training is coming! Training will begin February / March 2004 and will be provided to all Core Financial and Budget Formulation users. Stay tuned for more details.

If you have any questions about any of the training indicated above, please contact anyone on the Change Management Team: Terrence Montgomery (x 6120), Angela Ritchey (x7983), or Jaime Fernandez (x5991).

The Spotlight

The Change Agent Spotlight shines on Rosemary

Columna who is the Resource Management Specialist for Codes A, CF, CR, J, S, and T. Rosemary began working at Dryden in 1988 for Financial Management Resources and has been delivering Budget Formulation training. Rosemary enjoys scrap booking, playing softball, and playing with her son. Of her role on the IFM Team, Rosemary says she has "really enjoyed training personnel on the Budget Formulation system. I have learned how the team works to get things done and am very impressed. The personnel on the team have been great to work with. We are really lucky to have such a dedicated team." Thanks, Rosemary for the dedication you have shown to the IFM Program and congratulations on the upcoming birth of your baby daughter!

November "Flying Pig" award winners are Ginger Bailey and Cathy Freudingner

November "Above and Beyond" award winner is April Schultheiss